



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY MEDICAL COMMAND  
HEALTH CARE ACQUISITION ACTIVITY  
2107 17TH STREET, SUITE 69  
FORT SAM HOUSTON, TEXAS 78234-5069

21 January 2005

MCAA

MEMORANDUM FOR CHIEFS, MEDCOM HCAA CONTRACTING OFFICES

SUBJECT: Policy and Procedures Regarding Unauthorized  
Commitments, Policy Memorandum 05-01

1. The purpose of this memorandum is to establish policy and procedures for processing and reporting Unauthorized Commitments (UAs).
2. UAs will be processed in accordance with FAR 1.602-3 and AFARS 5101.602-3 and 5101.602-3-90. UAs exceeding the \$10,000 threshold will be forwarded to this office for processing within 45 days of discovering the UA. A memorandum for record signed by the contracting office chief explaining delays will be included in the file for those UAs not meeting this specified time frame.
3. Contracting office chiefs will ensure a quarterly summary report of processed UAs, regardless of dollar threshold, is submitted in a timely manner to this office. The quarterly summary report is due on the 15th day after the end of each quarter. The report will contain the following elements: internal control number, date UA discovered, name of company, department where UA was committed, total dollar amount of UA, description of supplies and/or services, and description of disposition and date of that action. Refer to enclosed sample reporting template (Encl 1). If you use an existing database, the cited elements must be included. The report must also provide the impact of processing the UAs in terms of approximate man-hours.
4. The HCA recognizes a long-standing need to reduce the frequency of UAs within the command; refer to MEDCOM 17 October 2003 memorandum (Encl 2). Toward that end, HCAA has developed a training template (Encl 3) to assist you in providing your

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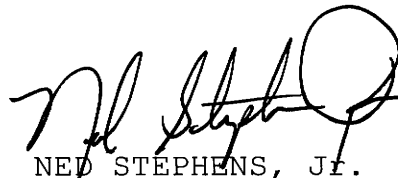
respective customer base with information on the UA/Ratification process. Contracting office chiefs will ensure respective customers are provided the training. Office chiefs will ensure that along with the quarterly report, the names of departments and activities that have attended the training are reported as well.

5. It is expected that aggressive monitoring of UAs along with strengthening partnerships with your customers will noticeably reduce the frequency of UAs.

6. Our point of contact is Ms. Marta Reynosa, DSN 421-4631 or Commercial (210) 295-4631.

3 Encls

1. Reporting Template
2. Memo, MEDCOM,  
17 Oct 03
3. Training Template



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for Contracting